

APPROVED:

DATE:

Objective D: To Evaluate The Building Division's Fee Setting Process To Determine If The Program Is Cost Recovery

D-1 Sub-Objective: To document the Building Division's current process for identifying costs, establishing permit-related fees, and ensuring cost-recovery.

D-1.1 Document the Building Division Analyst's role in the annual process for establishing program costs. C1-1 C1-3 and T1-1.

NOT STARTED

D-1.2 Document the Building Division Analyst's role in determining if the building program is cost recovery. C1-1 and T1-2.

NOT STARTED

D-1.3 Determine if the Building Division has performed a cost-of-service study. Additionally, determine if the Division is able to provide current cost information on providing services to residential, commercial, and industrial clients. C1-2 and T1-3, T1-4.

NOT STARTED

D-1.4 Obtain and review the 1999-00 Fees and Charges detail report to document building related-permit costs. C1-4, C1-5, C1-6 and T1-5, T1-6, T1-7.

NOT STARTED

D-1.5 Determine how costs are categorized and allocated to cost categories. C1-7, C1-8 and T1-7, T1-8, and T1-9.

NOT STARTED

D-1.6 Obtain and review the 1999-00 Citywide Cost Allocation Plan to determine the overhead rate for the Building Division. Determine the costs the makeup the Department's internal overhead rate (e.g., Director's salary). C1-6 and T1-5

NOT STARTED

D-1.7 Determine how funds are contributed to the building reservc. Document the amount of the reserve at the end of 1998-99. C1-10 and T1-10.

NOT STARTED

D-1.8 Consult with the Attorney's Office to determine if the Building reserve fund is in compliance with Proposition 218 and state law regarding building-related user fees. C1-10 and T1-11.

NOT STARTED

D-1.9 Summarize sub-objective results:

- Key limitations of current process;
- Overall assessment and/or conclusion;
- Audit issues and/or findings;
- If information comes to auditor's attention indicating that abuse or illegal acts may have occurred, the Auditor-in Charge will immediately notify the City Auditor and the Supervising Auditor. Audit steps will be extended as necessary and the auditor should determine the extent to which these acts significantly affect the audit results. (*Audit standards FWS 3A and 3B*).

NOT STARTED

D-2 Sub-Objective: To document criteria on alternative methods for identifying building-related costs, establishing building permit fees, and ensuring cost-recovery.

D-2.1 Obtain reference materials regarding establishing building fees, determining cost of services, or how-to manuals regarding user fees.

NOT STARTED

D-2.2 Obtain and summarize information on cost of service efforts in Portland, Oregon.

NOT STARTED

D-2.3 Obtain and summarize information on cost of service efforts in Phoenix, Arizona.

NOT STARTED

D-2.4 Obtain and summarize information on cost of service efforts in Sunnyvale, Ca.

NOT STARTED

D-2.5 Obtain and summarize information on cost of service efforts in Murrieta, Ca.

NOT STARTED

D-2.6 Summarize sub-objective results:

- Key requirements and elements of a cost of service study
- Overall assessment and/or conclusion;
- Audit issues and/or findings;
- If information comes to auditor's attention indicating that abuse or illegal acts may have occurred, the Auditor-in Charge will immediately notify the City Auditor and the Supervising Auditor. Audit steps will be extended as necessary and the auditor should determine the extent to which these acts significantly affect the audit results. (*Audit standards FWS 3A and 3B*).

NOT STARTED

D-3 Sub-Objective: To ensure that the Building Division is in compliance with applicable state laws and municipal codes and regulations regarding cost-recovery; and that controls are adequate and complete with regards to establishing building related fees.

D-3.1 Obtain and review applicable state laws and municipal code requirements that apply to cost-recovery of building fees.

NOT STARTED

D-3.2 If necessary develop compliance tests to ensure compliance with state law and the municipal code. Investigate any reasons for exceptions.

NOT STARTED

D-3.3 Review identified threats and controls for apparent areas of exposure. Obtain and review purported controls to ensure they are adequate and complete. Identify any controls that are superfluous and unnecessary, or not cost-effective.

NOT STARTED

D-3.4 Summarize sub-objective results: (4 hours)

- Overall assessment and/or conclusion;
- Audit issues and/or findings;
- If information comes to auditor's attention indicating that abuse or illegal acts may have occurred, the Auditor-in Charge will immediately notify the City Auditor and the Supervising Auditor. Audit steps will be extended as necessary and the auditor should determine the extent to which these acts significantly affect the audit results. (*Audit standards FWS 3A and 3B*).

NOT STARTED

D-4 Sub-Objective: Summarize Results Of Objective

D-4.1 Prepare preliminary Finding Development Sheets as appropriate. Submit all new or revised Finding Development Sheets to City Auditor with APR according to established bi-weekly schedule. Evaluate whether additional audit steps are required to develop the elements of a complete finding. At the next bi-weekly meeting, discuss the preliminary findings, or the lack thereof, with the City Auditor to assess whether to revise, expand or drop subsequent audit objectives and audit steps.

NOT STARTED

D-4.2 Prepare interim reports to auditee as necessary. (Audit Standard RS-2.2)

NOT STARTED

D-4.3 Complete numbering, labeling, and cross-indexing of workpapers, APR, workpaper index, and other audit documents. (Procedure 5-02)

NOT STARTED

D-4.4 In-charge Review of workpapers, APR files, and indexes prepared by others. Respond to reviewer's notes as necessary. (*File at A-12*)

NOT STARTED

D-4.5 Schedule Supervising Auditor review of workpapers and APR files. Respond to reviewer's notes as necessary. (*File at A-13*)

NOT STARTED

D-4.6 Schedule Second Audit Standards Review after final phase of fieldwork. (*Procedure 5-01, Section IV-3.2*)
Respond to reviewer's notes as necessary. (*File at A-11*)

NOT STARTED